



INTERACTIVE BUSINESS LICENSING & CONSUMER SERVICES MANUAL

Dealers / Title Services / Vehicle Programs

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[Link to Interoffice Title & Registration Manual](#)



Business Licensing and Consumer Services Contact List
Direct E-mail – mvablcsd@mva.maryland.gov

<u>MVA Representative</u>	<u>Designation</u>	<u>E-mail</u>
G.Janey	#-Ar	gjaney@mdot.state.md.us
D. Walker	As-Bo	dwalker2@mdot.state.md.us
D. Haigis	Bp – Ci	dhaigis@mdot.state.md.us
T. Cobb	Cj-Do	tcobb@mdot.state.md.us
Y. Alexander	Dp-Fo	yalexander@mdot.state.md.us
E. Toogood	Fp-Hi	etoogood@mdot.state.md.us
N. Cook	Hj-Js	ncook@mdot.state.md.us
N. Flare	Jt-Lz	nflare@mdot.state.md.us
T. Ward	Ma-Na	tmack@mdot.state.md.us
M. Love	Nb-Pr	mlove@mdot.state.md.us
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Supervisors		
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Managers		
S. Moore, Section Manager		smoore1@mdot.state.md.us
W. Johnson, Section Manager		wjohnson@mdot.state.md.us



BUSINESS LICENSING ONLINE RESOURCES AND FORMS

For more information on State and Local licensing requirements, visit the Business License Information System website:

www.blis.state.md.us

COMAR, Rules and Regulations are available at:

www.dsd.state.md.us

Click on Department of Transportation

[Maryland Law](#)

Article-Transportation

[Section 13 – Title & Registration](#)

[Section 15-Business Licenses](#)

Visit the MVA's website at:

www.mva.maryland.gov

MVA Forms, Business Applications, and Dealer Bulletins are available on the MVA Web site

[MVA Forms](#)

[Business Application Forms](#)

[Dealer Bulletins](#)

DEALER ASSOCIATIONS

MARYLAND AUTOMOBILE DEALERS ASSOCIATION

410-269-1710

[HTTP://MDAUTO.ORG](http://mdauto.org)

WASHINGTON AREA NEW AUTO DEALERS ASSOCIATION

202-237-7200

[HTTP://WWW.WANADA.ORG](http://www.wanada.org)

MARYLAND DELAWARE INDEPENDENT AUTOMOBILE DEALERS ASSOCIATION INC.

410-269-4137

<http://www.miada-diada.com/>



ERT VENDORS



**TO INQUIRE ABOUT ELECTRONIC REGISTRATION AND TITLING SERVICES,
PLEASE CONTACT THE NUMBERS BELOW;**

CVR 1-800-333-6995

www.cvrreg.com

DealerTrack - 1-800-876-2312

www.dealertrack.com/rts

OPENING A DEALERSHIP



For more information regarding the different Business Licenses below, please click on the links below:

Basic information about the types of licenses issued and regulated by the Business Licensing and Consumer Services Unit (BL&CS) can be found below. Different transactions are possible and different fees apply for each type of license. More information about each license type can be found in the appropriate infoMVA process description.

All Dealer Licenses are for two years.

Note that sellers of low speed vehicles will be licensed as either new or used vehicle dealers, as appropriate.

Types of Business Licenses

License Type	Description	Licensing Process
New Vehicle Dealer	Sells new vehicles under a franchise agreement with a licensed manufacturer or distributor. A location suitable for retail sales is required.	http://www.mva.maryland.gov/Business-Services/Forms/newdealer.pdf
Used Vehicle Dealer	Sells used vehicles to the public and other dealers. A physical location suitable for retail sales from which the sales are conducted is required. Vehicle sales must be the principal or only business conducted at that location.	http://www.mva.maryland.gov/Business-Services/Forms/useddealer.pdf
Wholesale Dealer	<p>Buys, sells, and exchanges used vehicles with other dealers. May purchase vehicles from the public. MAY NOT SELL TO THE RETAIL PUBLIC. Location may be an office only.</p> <p>Note: Charities that accept donated vehicles for resale to a dealer must have a wholesale dealer's license. If the charity wants to sell the donated vehicle to the public, a used vehicle dealer's license is also required.</p>	http://www.mva.maryland.gov/Business-Services/Forms/Wholesale.pdf

Motorcycle Dealer	Sells new motorcycles under a franchise agreement with a license manufacturer or distributor. May be licensed to sell only used motorcycles. A location suitable for retail sales is required.	http://www.mva.maryland.gov/Business-Services/Forms/Wholesale.pdf
Emergency Vehicle Dealer	Sells new emergency vehicles under a franchise agreement with a licensed manufacturer or distributor. Location may be an office only.	http://www.mva.maryland.gov/Business-Services/Forms/EmergencyVehicleDealer.pdf
Trailer Dealer <ul style="list-style-type: none"> • Boat • Under 15' • Over 15' 	Sells new trailers under a franchise agreement with a licensed manufacturer or distributor. May be licensed to sell only used trailers. A location suitable for retail sales is required.	http://www.mva.maryland.gov/Business-Services/Forms/TrailerDealerLicensePacket.pdf
Title Service Agent	Transports MVA paperwork and fees to and from MVA offices for customers. Some Title Service Agents process the documents from their office electronically.	http://www.mva.maryland.gov/Business-Services/Forms/TitleService.pdf
Manufacturer	A manufacturer of a new vehicle constructed in the United States. Licensee does not have to be located in Maryland.	http://www.mva.maryland.gov/Business-Services/Forms/Manufacturer_Distributor.pdf
2nd Stage Manufacturer	A manufacturer of a new two-stage vehicle completed in the United States. Licensee does not have to be located in Maryland.	http://www.mva.maryland.gov/Business-Services/Forms/Manufacturer_Distributor.pdf
Distributor	An authorized importer of new vehicles manufactured or assembled outside the United States who may enter into franchise contracts with dealers. Licensee does not have to be located in Maryland.	http://www.mva.maryland.gov/Business-Services/Forms/Manufacturer_Distributor.pdf
Automotive Dismantler & Recycler	Acquires vehicles to dismantle, destroy, or scrap for the sale of their parts and materials. A location suitable for sales and storage is required.	http://www.mva.maryland.gov/Business-Services/Forms/Recycler_Dismantler_scrap.pdf
Scrap Processor	Has facilities to process vehicle scrap for resmelting purposes.	http://www.mva.maryland.gov/Business-Services/Forms/Recycler_Dismantler_scrap.pdf

Salesman	Sells or attempts to induce the sale of vehicles. Is employed by licensed vehicle dealer.	http://www.mva.maryland.gov/Business-Services/Forms/salesmen.pdf
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FEES

Current Fees

REGISTERING YOUR BUSINESS WITH THE DEPARTMENT OF ASSESSMENTS AND TAXATION

All applicants for licenses in the State of Maryland must be registered to do business with the Department of Assessments and Taxation using the name(s) indicated on your application. Both corporate and trading names must be registered. Instructions and forms are available at:

<http://www.dat.state.md.us>

APPLYING FOR A TRADE NAME

Instructions and forms available at:

<http://www.dat.state.md.us/sdatweb/nameappl.pdf>

TRADER'S LICENSE

TRADERS LICENSES ARE OBTAINED FROM THE CIRCUIT COURT OF THE MUNICIPALITY IN WHICH YOUR BUSINESS WILL BE LOCATED. THE CIRCUIT COURT INFORMATION IS AVAILABLE AT:

<http://www.courts.state.md.us>

90 County



State of Maryland
License

30394979

30394979

09

SAMPLE

CLASS	EXP	TYPE OF LICENSE	NO OF LIC	COST
71	040	TRADER'S LICENSE	1	40.00

DATE OF ISSUE
MO DAY YR
05/29/2009

MONTHS PAID
12

ISSUING FEES	2.00		
TOTAL	42.00	AMOUNT PAID	42.00

THIS LICENSE MUST BE PUBLICLY DISPLAYED
AND EXPIRES ON **APRIL 30, 2010**

SUBSCRIBED BY

FRANK M. CONAWAY, CLERK OF CIRCUIT COURT
100 N. CALVERT STREET, ROOM 628
BALTIMORE, MARYLAND 21202 (410)333-3790

END



New Car Salesman Application Packets

NEW SALESMAN

SALESMEN APPLICATION PACKETS ARE AVAILABLE AT
<http://www.mva.maryland.gov/Business-Services/Forms/salesmen.pdf>
 CRIMINAL BACKGROUND CHECKS
 IN STATE AND OUT OF STATE CONTACT INFORMATION

OUT OF STATE CRIMINAL BACKGROUND CHECK CONTACTS

Alabama Alabama Bureau of Investigation Attn: Identification Unit PO Box 1511 Montgomery AL 36102 334-353-7800 www.dps.state.al.us	Arkansas Arkansas State Police Identification Bureau #1 State Police Plaza Drive Little Rock AR 72209 501-618-8500 www.asp.state.ar.us	California State of CA Dept of Justice Public Inquiry Unit PO Box 944255 Sacramento CA 94244 916-322-3360 www.ag.ca.gov	Colorado Colorado Bureau of Investigations 690 Kipling St Denver CO 80215 303-239-4300 www.cbirecordscheck.com
Delaware The State Bureau of Identification Criminal History Unit PO Box 430 Dover DE 19903-0430 302-739-5900 www.delaware.gov	Florida Florida Dept of Law Enforcement USB/Public Records PO Box 1489 Tallahassee FL 32302 850-410-8109 www.fdle.state.fl.us/CriminalHistory	Georgia Georgia Crime Information Ctr Computerized Criminal History Operations PO Box 370748 Decatur GA 30037-0748 gbi.georgia.gov	Hawaii Hawaii Criminal Justice Data Ctr Kekuanao'a Building, Room 101 465 South King Street Honolulu HI 96813 808-587-3100 www.state.hi.us/hcjdc
Illinois Division of Administration Bureau of Identification PO Box 408380 Chicago IL 60640-8380 815-740-5164 www.isp.state.il.us	Indiana Indiana State Police Records Division – IGCN Room 302 100 North Senate Avenue Indianapolis IN 46204	Iowa Iowa Division of Criminal Investigation Bureau of Identification Wallace State Office Building Des Moines IA 50319 515-281-5138	Kansas Kansas Bureau of Investigation Attn: Adult Records 1620 SW Tyler Topeka KS 66612-1837 785-296-8200 www.kbi.state.ks.us
Kentucky Kentucky Pretrial Services Administrative Off of the Courts 100 Millcreek Park Frankfort KY 40601 800-928-6381 www.aoc.state.ky.us/pretrial	Louisiana Louisiana State Police Bureau of Criminal Identification PO Box 66614 Baton Rouge LA 70896 225-683-8572	Maine Maine State Bureau of Identification 45 Commerce Drive Ste 1 State House Station #42 Augusta ME 04333 207-624-7240	Massachusetts Executive Office of Public Safety Criminal History Systems Board 200 Arlington Street, Suite 2200 Chelsea MA 02150 617-660-4600 www.state.ma.us/chsb
Michigan Department of State Police Criminal Justice Information Ctr 7150 Harris Drive Lansing MI 48913 517-322-5531 www.msp.state.mi.us	Minnesota Department of Public Safety Bureau of Criminal Apprehension 1246 University Avenue St Paul MN 55104-4197 651-642-0670 www.dps.state.mn.us	Nebraska Nebraska State Patrol Criminal Identification Division 1600 NE Hwy #2 Lincoln NE 68502 402-471-4545 www.nsp.state.ne.us	New Hampshire New Hampshire Dept of Safety Division of State Police Central Rep for Criminal Records 10 Hazen Drive Concord NH 03305 www.state.nh.us/safety/nhsp
New Jersey Dept of Law & Public Safety Div of State Police Attn: CIU PO Box 7068 West Trenton NJ 08628 609-882-2000 ext: 2878 www.njsp.org	New York New York State Division of Crim Justice Svcs Record Review Unit 4 Tower Place Albany NY 12203 518-485-7675 www.criminaljustice.state.ny.us	North Carolina North Carolina Department of Justice PO Box 629 Raleigh NC 27602-0629 919-716-6400 www.jus.state.nc.us	Ohio Ohio Office of Criminal Justice Services 400 East Town Street Suite 300 Columbus OH 43215 740-845-2000 www.ocjs.state.oh.us
Oklahoma Oklahoma Criminal Justice Resource Center 3812 N Santa Fe Suite 290 Oklahoma City OK 73118 405-524-5900 www.osbi.state.ok.us	Oregon Department of State Police Identification Services Section 3772 Portland Road NE Salem OR 97301 503-378-3070	Pennsylvania Pennsylvania State Police Central Repository – 164 1800 Elmerton Avenue Harrisburg PA 17110-9758 717-783-9973 www.psp.state.pa.us	Rhode Island Rhode Island Department of Attorney General 150 South Main Street Providence RI 02903 401-274-4400 www.rig.state.ri.us
South Carolina S. C. Law Enforcement Division Criminal Justice Info System 4400 Broad River Road Columbia SC 29221-1398 803-737-9000 www.sled.state.sc.us	Tennessee Tennessee Bureau of Investigation 901 R.S. Gass Boulevard Nashville TN 37216 615-744-4000 615-744-4500 (fax)	Texas Crime Records Service MSC 0235 Texas Dept of Public Safety PO Box 4143 Austin TX 78765-4143 www.bxdps.state.tx.us	Utah Dept of Public Safety Bureau of Criminal Identification 4501 S. 2700 W PO Box 148280 Salt Lake City UT 84114 801-965-4445 bci.utah.gov
Virginia Virginia State Police CCRE PO Box 85076 Richmond VA 23261-5076 804-674-2024 www.vsp.state.va.us	Washington DC Metropolitan Police Department Mail Correspondence 300 Indiana Ave NW Rm 3055 Washington DC 20001 202-727-4245 www.mpdcc.org	West Virginia West Virginia State Police Criminal Ident Records Section 725 Jefferson Road South Charleston WV 25309 304-746-2179 www.wvstatepolice.com	Wisconsin Div of Law Enforcement Svcs Crime Info Bureau Rec Chk Unit POB 2688 Madison WI 53701-2688 608-266-5764 www.doj.state.wi.us

ATTENTION DEALERS IN BUSINESS PRIOR TO OCTOBER OF 1999

We have converted to a new format which allows us to process applications faster and to maintain more accurate and accessible records.

The 8 1/2 x 11 format does not change the photo license procedures. Your salesman must present the authorization and the fee to any full service or express MVA office to have the license issued. A copy of the instruction sheet for photo license is attached.

If you have any questions, you may call your account representative:

New License Application

Authorization for Photo Vehicle Sales License

This Photo Authorization is void after 02/29/2011

License # X8000550-02369PN001	
Expiration Date: 1/31/2011	
Name:	John D
Address:	123 Ar Street
City/State/Zip:	This C, MD 222
DOB:	01-22-1964
Dealer's Name:	Any Dealer
Dealer's License:	X800001099999

Driver's License _____ Salesman SSN: _____

Height _____ Weight _____ Sex _____

Dealer's Signature _____ Salesman Signature _____

THIS IS NOT A SALES LICENSE

- VERIFY ALL INFORMATION ABOVE
- INCORRECT OR CHANGED INFORMATION SHOULD BE REPORTED TO THE LICENSING UNIT AT (410) 768-7446, 787-7727 OR 787-7729.
- THIS AUTHORIZATION FOR A PHOTO LICENSE MAY BE TAKEN TO ANY FULL SERVICE OR EXPRESS MVA
- ALTERATIONS OR ERASURES VOID THIS FORM
- PRESENT THIS FORM ALONG WITH A PHOTO ID AND THE LICENSE FEE

MVA USE ONLY			
PAID LICENSE		FEE	
<input checked="" type="checkbox"/> NEW		\$75.00	
<input type="checkbox"/> RENEWAL		\$75.00	
<input type="checkbox"/> TRANSFER		\$75.00	
<input type="checkbox"/> DUPLICATE		\$10.00	
<input type="checkbox"/> CORRECTED		\$10.00	
GRATIS LICENSES		FEE	
<input type="checkbox"/> NEW		GRATIS	
<input type="checkbox"/> RENEWAL		GRATIS	
<input type="checkbox"/> DUPLICATE		\$10.00	
<input type="checkbox"/> CORRECTED		\$10.00	
<input type="checkbox"/> CORRECTED		GRATIS	

Salesman Photo Licenses

Enclosed are the new authorizations for vehicle sales licenses for your employees. **THESE ARE NOT LICENSES.** These authorizations are to be presented, along with the \$75.00 license fee, to any MVA full service branch or express office for licensing. **RENEWALS**-Salesman must renew their license prior to the expiration of their current license. Sign the authorization and give to your salesman as soon as possible. Renewal authorizations are valid for 30 days after the expiration of the salesman license and will be accepted for late renewal. After 30 days, your employee must reapply for a new salesman license.

NEW-New salesmen must have their photo license taken within 30 days of the issuance of their license authorization. The authorization does not have to be signed by the dealer. After 30 days, the authorization will not be accepted and your employee must re-apply as a new salesman.

TRANSFER-Transferred salesmen must have their photo license taken within 30 days of the issuance of their license authorization. The authorization does not have to be signed by the dealer. After 30 days, the authorization will not be accepted and your employee must re-apply as a new salesman.

CORRECTED-Licenses needing corrections made to them will be issued a new authorization with the correct information. The authorization for the correction is valid for 30 days from the date of issuance. The authorization does not have to be signed by the dealer. A copy of the new driver's license or attachment card must accompany corrections to address and change of name.

PLEASE NOTE

If your salesman does not have a current valid license, he may not sell vehicles. Sales made by a salesman who is not properly licensed could result in fines (up to \$1,000.00 per sale), suspension, or revocation of your dealers' license.

Expiration is determined by application approval date. The branch license staff may not adjust expiration dates.

If you have any questions, feel free to call your account representative.

Application for Salesperson to work at Dual Dealerships

To work at Dual Dealerships, the Primary dealership where the salesperson is originally licensed must own at least 60% of secondary dealership where the salesperson wishes to work.



Motor Vehicle Administration

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

I hereby certify I am an owner, officer of:

Primary Dealer Name _____

Dealer _____

Dealer Phone # _____

Dealer # _____

I certify that the above named dealership is at least 60% owned by the dealership know as:

Secondary Dealer _____

Dealer _____

Dealer Phone # _____

Dealer # _____

I further certify that _____
will be assigned to _____ starting _____.

I understand and agree to notify the Division of Licensing and Consumer Services, Vehicle Sales Unit, in writing, when this person is reassigned or terminated.

Signature of Owner/Officer

Signature of Vehicle Salesperson

Date

Date

CODE OF MARYLAND REGULATIONS (COMAR)

11.12.01.00

Title 11 DEPARTMENT OF TRANSPORTATION

Subtitle 12 MOTOR VEHICLE ADMINISTRATION — LICENSING OF BUSINESSES AND OCCUPATIONS

Chapter 01 Dealers and Salesmen

Authority: Transportation Article, §§12-104(b), 13-503, 13-621, 15-102, 15-103, 15-105, 15-107, 15-108, 15-114, 15-305.1, 15-307—15-309, 15-311.1, 15-312, 15-313, 15-406, 15-408, 15-409, and 15-411; Commercial Law Article, §14-1502; Annotated Code of Maryland

11.12.01.01

.01 Dealer Licensing and Registration.

A. The Administration may refuse to grant a license to any person as a dealer or may suspend, revoke, or refuse to continue the license of a dealer already issued, unless meeting the requirements contained here.

B. A person applying for a dealer license shall submit the application on forms approved by the Administration, along with the fee as set forth in COMAR 11.11.05.

C. A dealer license shall be issued for a 2-year period.

11.12.01.02

.02 Location Requirements.

A. Each location shall be subject to inspection by an authorized representative of the Administration before approval of application for dealer registration.

B. Following approval of the application, the location shall be maintained in accordance with the applicable provisions of Transportation Article, Annotated Code of Maryland, and the regulations promulgated by the Administration. Licensees are subject to reinvestigation by authorized representatives of the Administration.

C. Only one license for the type of vehicle being offered for sale will be permitted at any one location, and once the location has been licensed, it may not be subdivided for the purpose of establishing other businesses, under separate licenses for the same type of vehicle being offered for sale, without the prior approval of the Administration. This prohibition also applies to a licensee doing business under more than one corporate structure.

D. A dealer may do business in a name or under any title or designation other than the corporation name, provided that the title or designation is not misleading. A trade or corporate name that falsely states or implies that a dealer has a special relationship or connection with a manufacturer that other dealers do not have is misleading, and an example of a title or designation that may not be adopted by a dealer. The dealer's application for license shall state the full corporate name and all "trading as" or "doing business as" names. Example: ABC Pontiac-----GMC-----Nissan-----Volvo, Inc.; T/A ABC Volvo, T/A ABC Nissan, T/A ABC Pontiac-----GMC.

E. A dealer may hold multiple licenses, for example, new or used vehicle, motorcycle, and trailer dealers' licenses, provided that all licenses are issued in the same dealership name.

F. The dealership shall face, adjoin, and be fully visible from an improved street or highway that is accessible to the public and that is identifiable by name or postal number. The street or highway shall be used by the public for vehicular travel.

G. The location shall be of a size to adequately and safely permit the display of a minimum of ten vehicles and space for customer parking.

H. The location shall meet all local zoning regulations.

I. The location shall be fully lighted.

J. The display and customer parking areas shall be adequately surfaced with an appropriate covering, subject to approval by the Administration.

K. The additional locations shall be inspected and approved by the Administration.

L. Additional locations shall meet the minimum standards set forth in applicable provisions of the Transportation Article, Annotated Code of Maryland, and the regulations promulgated by the Administration.

M. Additional locations may use registration plates issued to the primary location provided the trade name and ownership are identical to that of the primary location.

N. Signs.

(1) Appropriate dealership signs shall be permanently affixed.

(2) The signs shall be of a size as to make them reasonably legible from the street or highway.

(3) The signs shall clearly identify the business conducted at the dealership and shall adequately direct the customers to the dealership office.

(4) As to wholesale dealers, a sign is not required. However, if a sign is displayed, it:

(a) Shall be displayed at the dealership entrance;

(b) May not be larger than 6 inches in height and 18 inches in length; and

(c) May not contain any language which implies the dealership will sell to or exchange vehicles with a retail buyer.

O. As to wholesale dealers, the location shall be in a permanent building and the space used shall be:

(1) Owned or leased by the wholesale dealer;

(2) Regularly occupied and exclusively used by the wholesale dealer for dealership purposes.

11.12.01.03

.03 Office Requirements.

A. The dealership office shall be housed at the dealer's fixed location and in a substantial building adequate and appropriate for the business so conducted.

B. The dealership office shall be of sufficient size to accommodate the customers, and shall be equipped with office furniture, such as desk, chairs, and filing cabinets, and electricity, lighting, heat, and telephone, in order to reasonably conduct the dealership business.

C. A current trader's license shall be issued by the political subdivision of each location.

D. This license shall be displayed on the premises of the dealer in a conspicuous place.

11.12.01.04

.04 Exemptions.

A. If a location is otherwise adequate and appropriate, the location requirements outlined in Regulation .02F, G, I, J, and N of this chapter may be waived for wholesale

dealers, for new trailer, boat trailer, motorcycle dealers, and for any person licensed as a dealer to sell only fire, rescue, and emergency medical motor vehicles, who shall have the privilege of assigning manufacturer's certificates of origin and to issue temporary tags upon filing with the Administration a written franchise agreement from the manufacturer of the vehicles for which the dealer claims a franchise.

B. Once licensed as a dealer to sell fire, rescue, and emergency medical motor vehicles, the dealer shall be prohibited from selling any types of vehicles other than fire, rescue, and emergency medical motor vehicles until the location requirements in Regulations .02 and .03 have been met.

C. Manufacturers and distributors are exempt from location requirements for the purpose of securing Class 1A registration plates.

D. The registration of a dealer in the names of two or more persons as partners, or otherwise, may not require a re-inspection on a change in ownership as long as one person named as a partner or co-owner remains as the owner, part-owner, or, in a corporation, as one of its legal officers.

Maryland Vehicle Law

Title 13 Vehicles Laws - Certificates of Title and Registration of Vehicles and Title 15 Vehicle Laws –Licensing of Businesses and Occupations

These are the sections most pertinent to Licensed Dealers, Wholesalers, Title Services and other entities licensed by Business Licensing and Consumer Services. They are available at the following links:

TITLE 13. Vehicle Laws - Certificates of Title and Registration of Vehicle

TITLE 15. Vehicle Laws - Licensing of Businesses and Occupations

§ 12-104. General powers and duties of Administration.

(b) *Rules and regulations.*- The Administration may adopt rules and regulations to carry out:

§ 13-503. Transfers to and from licensed dealers.

(a) *To licensed dealer.*- If the transferee of a vehicle is a licensed dealer who holds the vehicle for sale, the transferee need not obtain a new registration of the vehicle if he:

- (1) Lawfully drives it under a dealer's registration plate; or
- (2) Does not drive the vehicle or permit it to be driven on the highways.

(b) *From licensed dealer.*- If a licensed dealer transfers a vehicle to a person who possesses current registration plates issued to another registered vehicle, and if these registration plates are transferable, the dealer shall issue to the transferee a permit that authorizes the transferee

to use these current registration plates on the transferred vehicle for a period of not more than 60 days from the date of the transfer.

- (c) *Issuance of more than one permit.*- The dealer may not issue more than one of the permits described under subsection (b) of this section for any vehicle.
- (d) *Forms.*- The permit described under subsection (b) of this section shall be issued by the dealer on the form and in the manner that the Administration requires.
- (e) *Signature; display.*- The permit described under subsection (b) of this section shall be signed by the dealer and carried and displayed the same as registration cards are required to be carried and displayed under Subtitle 4 of this title.

§ 13-503.1. Transfers between spouses.

- (a) *Use of same registration plates.*- If, whether by act of the parties or by operation of law, the title or interest of an owner in a vehicle is transferred in a manner specified in subsection (b) of this section, the transferee may continue to use the same registration plates on the vehicle after the transfer.
- (b) *Scope of section.*- This section applies to the transfer of the title or interest of an owner in a vehicle if the vehicle is registered in the:
 - (1) Joint names of a husband and wife and is transferred to the individual name of either spouse;
 - (2) Individual name of either spouse and is transferred to their joint names or to the individual name of the other spouse;
 - (3) Joint names of a parent and child and is transferred to the individual name of either party;
 - (4) Name of an individual and is transferred to the joint names of that individual and the individual's parent or child; or
 - (5) Name of an individual and is transferred to the name of a child or parent of that individual.
- (c) *Similar transfers.*- In all other respects the transfer shall be treated the same way as any other transfer by a private owner of a registered vehicle.

§ 13-503.2. Transfer as result of reorganization making vehicle exempt from excise tax.

If the title or interest of an owner in a vehicle is transferred as a result of a reorganization such that the vehicle is exempt from the excise tax under the provisions of § 13-810(c)(8) of this title, the transferee may continue to use the same registration plates after the transfer. In all other respects the transfer shall be treated the same way as any other transfer by a private owner of a registered vehicle.

§ 13-503.3. Transfer into written inter vivos trust.

- (a) *In general.*- If the title or interest of an owner of a vehicle is transferred into a written inter vivos trust in which the transferor is the primary beneficiary, the transferee may continue to use the same registration plates after the transfer.
- (b) *Similar transfers.*- In all other respects the transfer shall be treated the same way as any other transfer by a private owner of a registered vehicle.

§ 13-621. Special registration plates for dealers.

(a) *Definitions.-*

(1) In this section the following words have the meanings indicated.

(2) "Educational institution" includes:

- (i) Public schools, as defined in § 1-101(k) of the Education Article; and
- (ii) A public institution of higher education, as defined in § 11-206.1(a)(1) of the Education Article.

(3) "Licensed dealer" includes, as to Class 1A (dealer) plates provided for under § 13-940 of this title, a licensed manufacturer, licensed distributor, and licensed factory branch.

(b) *Display of plate.-* If a licensed dealer owns a vehicle that is mainly used in the dealer's business and that otherwise is required to be registered under this title, the dealer may apply to the Administration for the issuance of as many special, dealer registration plates as the Administration authorizes.

(c) *Permitted uses.-* Except as otherwise provided in § 15-305.1 of this article and Subtitle 9 of this title, a licensed dealer may:

(1) Drive, under any one dealer registration plate issued to the dealer.

- (i) Any vehicle owned by the dealer and mainly used in the dealer's business; and
- (ii) Any vehicle in the possession of the dealer, but not owned by him, if the dealer has the consent of the owner of the vehicle to this use; and

(2) As to any vehicle the dealer owns and to which is attached any one dealer registration plate issued to the dealer:

- (i)
 - 1. Lend the vehicle to a prospective buyer, for demonstration purposes; and
 - 2. Permit the prospective buyer to drive the vehicle under that plate for a period of not more than 10 days from the date of delivery of the vehicle to the prospective buyer, regardless of the business in which the prospective buyer is engaged or the use to which the vehicle will be put during the demonstration period; and
- (ii) Lend the vehicle to an educational institution that provides accommodations for the deaf and hard of hearing in its driver's education instruction under a manufacturer-sponsored driver's education loan program approved by the Administration.

§ 15-102. Applications for licenses.

(a) *Application form.-* Each application for a license under this title shall be made on the form that the Administration requires.

(b) *Information required.-* In addition to any other information required by this title, each application for a license under this title shall include:

- (1) The name and address of the applicant;
- (2) The address of the fixed location from which the licensed activity of the applicant will be conducted;
- (3) A statement of the maximum amount charged as a dealer processing charge under § 15-311.1 of this title; and
- (4) Any other information that the Administration requires.

(c) *Certification and signature.-* Each application for a license under this title shall:

- (1) Contain a certification by the applicant that the information given in it is true; and

- (2) Be signed by:
 - (i) The applicant, if the applicant is an individual;
 - (ii) A partner or other authorized representative, if the application is made for a partnership; or
 - (iii) An officer or other authorized representative, if the application is made for a corporation or any other business entity.
- (d) *Fee.*- Except for an application for a drivers' school license, each application for a license under this title shall be accompanied by the annual fee required for that license.

§ 15-103. Surety bonds.

(a) Nature of bonds.-

- (1) Except as provided in paragraph (2) of this subsection, a surety bond required of a licensee under this title shall be for the benefit of the Administration and any other person who suffers any loss because of a violation by the licensee, his agents, or employees of those provisions of the Maryland Vehicle Law that the Administration specifies.
- (2) A manufacturer's or distributor's bond required under Subtitle 2 of this title shall be for the benefit of the Administration, any dealer, any buyer of a new or used Class A vehicle, and any member of the public who suffers any loss because of the breach of any express or implied warranty given by the manufacturer or distributor to a buyer of the vehicle from a dealer.
- (b) *Right of action.*- Any person who suffers a loss described in subsection (a) of this section has a right of action in his own name against the surety on the bond.
- (c) *Expiration or termination of bonds.*- If, before a surety bond required under this title expires or is terminated, the licensee does not file satisfactory evidence that the bond has been extended or replaced by a bond that the Administration approves, his license automatically is suspended. The Administration immediately shall notify the licensee of the suspension.

Article - Transportation

§ 15-104. Issuance of licenses. The Administration shall issue a license under this title to an applicant if:

- (1) The applicant has complied with the provisions of this title that apply to that license; and
- (2) (2) The applicant otherwise is entitled to a license.

Article – Transportation

§ 15-105. Location requirements; books and records.

- (a) (1) A person who is licensed under this title may conduct the licensed activity only from a fixed location, as specified in the application for the license, unless conducting wholesale transactions at auctions or at other licensed dealership locations.
- (2) The books of account and records of, except as otherwise specified by law, the licensee shall be kept at that location.
- (3) A person, who holds multiple licenses at more than one location and has established a computerized data processing record keeping system at one of his locations, may keep certain records, as designated by the Administrator, of all his licensed activities

at the centralized location; provided prior approval of the Administrator has been granted.

- (b) A licensee may not remove or relocate the location specified for the licensed activity, unless the licensee has applied for and obtained a supplemental license from the Administration.
- (c) A licensee may not open any additional location other than a location specified for the licensed activity, unless the licensee has applied for and obtained a supplemental license from the Administration.
- (d) Each licensee under this title shall maintain and keep records required by this article.
- (e) The records shall be kept for 3 years after the transaction to which it applies.
- (f) During business hours, the records of the licensee shall be open to inspection by the Administration or any police officer while discharging his official duties.

Article - Transportation

§ 15-106. Licensees to report changed information.

- (a) If, during any license year, there is any change in the information that a licensee gave the Administration in obtaining a license under this title, the licensee shall report the change to the Administration within 30 days after the change occurs.
- (b) If, during any license year, there is any change in the information that a licensee gave the Administration in retaining a license under this title, the licensee shall report the change to the Administration within 30 days after the change occurs.
- (c) The report under this section shall be made on the form that the Administration requires.
- (d) The licensee shall sign the form and certify that the information given in it is true.

Article - Transportation

§ 15-107. Duplicate licenses.

If a license issued under this title is lost, stolen, mutilated, destroyed, or becomes illegible, the Administration may issue a duplicate license on application and payment of a fee established by the Administration. Before the Administration issues a duplicate, it may require the licensee to furnish satisfactory proof of the loss, theft, mutilation, destruction, or illegibility. When the Administration issues the duplicate, the license previously issued is void.

Article - Transportation

§ 15-108. Expiration and renewal of licenses.

- (a) Each license issued under this title expires on a staggered basis as determined by the Administration.
- (b) A license issued under this title may be renewed on application and payment of the fee required by this title for that license.

Article - Transportation

§ 15-304. Location and service requirements; vehicle shows

- (a) Except as provided in subsection (b) of this section, a person may not be licensed under this subtitle unless:

- (1) The business to be conducted under the license is the only or principal business conducted from the fixed location specified in the application;
 - (2) That business is conducted from a building that is adequate and appropriate for the sale of the vehicles that may be sold under the license; and
 - (3) That business either:
 - (i) Maintains and operates an automotive repair facility equipped for reasonably adequate and proper servicing of the vehicles to be sold by it; or
 - (ii) Has an existing contract, approved by the Administration, that requires the contractor to service, at a reasonably convenient location, the vehicles to be sold by the business.
- (b) (1) As to trailers, semitrailers, motorcycles, Class C (funeral and ambulance) vehicles, or emergency vehicles as defined in § 11-118 (2), (5), and (6) of this article, the sale of these vehicles need not be the only or principal business conducted from the fixed location, but shall be subject to any reasonable location requirements determined by the Administration by rule or regulation.
- (3) A wholesale dealer may be licensed under this subtitle regardless of whether the wholesale dealer meets the requirements of subsection (a)(1) and (3) of this section, but a wholesale dealer shall be subject to any reasonable location requirements determined by the Administration by rule or regulation.
- (c) Notwithstanding the provisions of this section:
- (1) A new vehicle dealer, or a licensed vehicle salesman who is employed by the dealer, may participate in 2 annual vehicle shows for each dealer location.
 - (2) A display or exhibit of vehicles provided by a vehicle manufacturer is not a vehicle show under this section if buyers' orders are not executed and deposits are not accepted.
 - (3) A new vehicle dealer franchised to sell Class M motor homes or Class G trailers, or a licensed salesman who is employed by the dealer, may participate in more than 2 annual vehicle shows, if the shows are limited to Class M motor homes or Class G trailers.
- (d) A vehicle dealer or licensed vehicle salesman listed in subsection (c) of this section may participate in a vehicle show if:
- (1) The dealer holds a valid license issued under this title; and
 - (2) At least 60 days before the vehicle show, an application is filed with the Administration, for approval by the Administration, that contains:
 - (i) A list of the names and business addresses of participating dealers;
 - (ii) The location of the vehicle show;
 - (iii) The specific dates on which the vehicle show will be held; and
 - (iv) Other reasonable information required by the Administration; and
 - (3) The vehicle show does not exceed 10 consecutive days and is restricted to new vehicles only.
- (e) (1) A licensed dealer, or a licensed vehicle salesman who is employed by the dealer, who participates in a vehicle show may execute a buyer's order and accept a deposit as provided in paragraph (2) of this subsection.
- (2) A licensed dealer may not accept a deposit that:
- (i) For an order for any vehicle, except a Class M motor home, exceeds 5 percent of the cost of the vehicle; or

- (ii) For an order of a Class M motor home, exceeds 10 percent of the cost of the motor home.

(3) Except as otherwise provided in paragraph (1) of this subsection, a licensed dealer, or a licensed vehicle salesman who is employed by the dealer, shall conduct activities involved in a vehicle sale, including the completion of the sales contract, the issuance of temporary registration plates and a temporary registration certificate, and delivery of the vehicle, at the dealer's fixed location as shown in the dealer's application for the license.

Article - Transportation

§ 15-305.1. Wholesale dealers.

- (a) A wholesale dealer who is licensed by the Administration under this subtitle:

- (1) May buy a vehicle from another dealer, at an auto auction, or from a retail seller;
- (2) May sell a vehicle to or exchange vehicles with another dealer;
- (3) Except as provided in paragraph (4) of this subsection, may sell a vehicle or exchange vehicles at an auto auction;
- (4) May not sell a vehicle to or exchange vehicles with a retail buyer; and
- (5) May not buy, sell, or exchange new vehicles.

- (b) A wholesale dealer shall keep a record of the following:

- (1) The year, make, model, and identification number of a vehicle that is bought, sold, or exchanged;
- (2) The date that a vehicle is bought, sold, or exchanged;
- (3) The amount for which a vehicle is bought or sold;
- (4) The name, address, and license number of the other person with whom the wholesale dealer conducts a purchase, sale, or exchange;
- (5) The odometer mileage statement for a vehicle that is required under the federal Motor Vehicle Information and Cost Act; and
- (6) Each invoice, bill of sale, and other pertinent document and record in the form required by the Administration.

Article - Transportation

§ 15-306. Application of license.

In addition to the information required under Subtitle 1 of this title, each application for a license shall include:

- (1) The type of dealership applied for;
- (2) If the application is made for a partnership, the name and address of each partner applying for the partnership;
- (3) If the application is made for a corporation or for a partnership by a corporate partner, the name and address of each of the officers applying for the corporation or partnership;
- (4) If the application is made for a corporation, the place of its incorporation; and
- (5) The nature of the business to be conducted at each address.

Article - Transportation

§ 15-307. License Fee; salesman's license included

- (a) Each licensed dealer shall pay to the Administration an annual license fee established by the Administration for each license year or part of a license year for which the license is issued.
- (b) A licensed dealer need not pay more than one annual fee, regardless of the number of its business locations.
- (c) On payment of the fee required by this section and issuance of a dealer's license, the Administration also shall issue one vehicle salesman's license without further charge.

Article - Transportation

§ 15-308. Dealers' Bond

- (a) (1) After the Administration notifies an applicant of the approval of an application and before the Administration issues a license, the applicant shall file with the Administration a surety bond in the form and with the surety that the Administration approves.
- (2) The bond shall be for the applicant's primary location and all supplemental locations if all of the locations are licensed under the same dealer business license number.
- (b) The amount of the surety bond shall be:
 - (1) For a licensee who is licensed to deal only in trailers or semitrailers 15 feet or less in length, or only in boat trailers of any size \$5,000;
 - (2) For a licensee who is licensed to deal in the sale of new motor vehicles, an amount based on the number of new motor vehicle sales during the preceding license year, according to the following schedule:
 - (i) 1 to 500 vehicles \$50,000;
 - (ii) 501 to 1,000 vehicles \$75,000;
 - (iii) 1,001 to 2,500 vehicles \$100,000; and
 - (iv) Over 2,500 vehicles \$300,000; and
 - (3) For a licensee who is licensed to deal only in the sale of used motor vehicles, including wholesalers, or a licensee who is licensed to deal in the sale of trailers or semitrailers over 15 feet in length, an amount based on the number of used vehicle sales, or sales of trailers or semitrailers over 15 feet in length, during the preceding license year, according to the following schedule:
 - (i) 1 to 250 vehicles \$15,000;
 - (ii) 251 to 500 vehicles \$25,000;
 - (iii) 501 to 1,000 vehicles \$35,000;
 - (iv) 1,001 to 2,500 vehicles \$50,000; and
 - (v) Over 2,500 vehicles \$150,000.
- (c) (1) This subsection applies only to an applicant who:
 - (i) Applies for a license to deal in the sale of new or used vehicles; and
 - (ii) Was not licensed to sell vehicles during the preceding license year.
- (2) Subject to paragraph (3) of this subsection, the Administration shall base the amount of a surety bond for an applicant described in paragraph (1) of this subsection on the estimated volume of sales in the initial year in which the license is in effect.

(3) The amount of the surety bond under paragraph (2) of this subsection may not be less than:

- (i) For an applicant for a license to deal in the sale of new motor vehicles, \$50,000; or
 - (j) For an applicant for a license to deal in the sale of either used vehicles or trailers or semitrailers over 15 feet in length, \$15,000.
- (d) Notwithstanding subsection (c) of this section, if an applicant seeks a license for a location that is or that previously had been operated by a licensed dealer, the Administration may require a surety bond under subsection (b)(2) or (3) of this section based on the volume of sales at that location during a preceding license year.

Article - Transportation

§ 15-312. Prohibited acts-Vehicle sales transactions.

- (a) A dealer or an agent or employee of a dealer may not permit any individual to road test a motor vehicle if he knows that the other individual does not have a license to drive of the appropriate class.
- (b) A dealer or an agent or employee of a dealer may not make any material misrepresentation in obtaining a vehicle sales contract.
- (c) A dealer or an agent or employee of a dealer may not commit any fraud in the execution of or any material alteration of a contract, power of attorney, or other document incident to a sales transaction.
- (d) A dealer or an agent or employee of a dealer may not prepare or accept any promissory note or other evidence of indebtedness on a vehicle sales contract knowing that it requires the debtor to pay an amount greater than that agreed on in the written contract for the sale of the vehicle.
- (e) A dealer or an agent or employee of a dealer may not willfully fail to perform, without justification, any vehicle sales contract.
- (f) A dealer or an agent or employee of a dealer may not materially deviate from or disregard, without the consent of the buyer, any of the original terms of the contract.
- (g) A dealer or an agent or employee of a dealer may not willfully fail to comply with the terms of a warranty or guarantee.
- (h) A dealer or an agent or employee of a dealer may not rent a dealer registration plate issued by the Administration.

Article - Transportation

§ 15-313. Same-Advertising practices.

- (a) A dealer or an agent or employee of a dealer may not use any advertisement that is in any way false, deceptive, or misleading.
- (b) A dealer or an agent or employee of a dealer may not by any means advertise or offer to the public any vehicle without intent to sell it as advertised or offered.
- (c) Any advertisement that is subject to and complies with the rules and regulations of and statutes administered by the Federal Trade Commission is not false, deceptive, or misleading under this section.
- (d) (1) A dealer or an agent or employee of a dealer may not place on a vehicle an insignia, logo, or other plate that advertises the name of the dealer, unless:

- (i) The contract of sale for the vehicle contains a notice of the rights of the buyer described in this subsection; and
- (j) The buyer of the vehicle consents to the placement of the insignia, logo, or other plate on the vehicle.
- (2) A dealer or an agent or employee of a dealer may enter into an agreement with a buyer of a vehicle to compensate the buyer in exchange for the buyer's consent to the placement on the vehicle of an insignia, logo, or other plate that advertises the name of the dealer.
- (3) If a dealer or an agent or employee of a dealer places an insignia, logo, or other plate that advertises the name of the dealer without obtaining a buyer's consent, the dealer shall, at the request of the buyer, remove the advertising and make all repairs necessary to restore the vehicle to its original appearance at no charge to the buyer.

Article – Transportation

§ 15-314. Same-Violation of licensing laws.

- (a) A dealer or an agent or employee of a dealer may not misrepresent any material fact in obtaining a license.
- (b) A dealer or an agent or employee of a dealer may not conduct a dealership in any name other than the one in which the dealer is licensed.
- (c) A dealer or an agent or employee of a dealer may not willfully fail to notify the Administration of any change of ownership, management, business name, or location or of the employment of vehicle salesmen, as required by this title.
- (d) A dealer or an agent or employee of a dealer may not do any vehicle sales business with or through any person required to be licensed under this title if he knows that the person is not licensed.
- (e) A dealer or an agent or employee of a dealer may not sell any new motor vehicle, or new two-stage motor vehicle unless the manufacturer or distributor of the vehicle is licensed as required by this title.
- (f) A dealer or an agent or employee of a dealer may not willfully fail to comply with any rule, regulation, or lawful order adopted by the Administration under this title.
- (g) A dealer or an agent or employee of a dealer may not willfully violate any of the dealer licensing laws of this State.

Article - Transportation

§ 15-315. Refusal, suspension, or revocation of license; fine

- (a) In addition to the other grounds specified in Subtitle 1 of this title for refusal, suspension, or revocation of a license, the Administration may refuse to grant a license under this subtitle to any person and may suspend, revoke, or refuse to renew the license of any person if it finds that:
 - (1) The person, his management personnel, or any other person who has a direct or indirect financial interest in the dealership is untrustworthy, lacks competence, or has been convicted by final judgment in any court of a crime of moral turpitude;
 - (2) The vehicle sales transactions of the person have been marked by a practice of failure to perform contracts or by fraud or bad faith;

- (3) The person or the manufacturer or distributor of the vehicles in which the person deals is not in compliance with the surety bond requirements of § 15-205 of this title; or
 - (4) The person has failed to comply with any of the provisions of the Maryland Vehicle Law relating to the registration of vehicles, certificates of title, and the sale of vehicles.
- (b) As to any person licensed under this subtitle, instead of or in addition to revocation, suspension, or refusal to renew a license under this section, the Administrator may order the licensee to pay a fine not exceeding \$1,000 for each violation of this subtitle.

Article - Transportation

§ 15-401. "License" defined

In this subtitle, "license" means a vehicle salesman's license issued by the Administration under this subtitle.

Article - Transportation

§ 15-402. License required; refused, revoked, or suspended licenses

- (a) A person may not act as a vehicle salesman unless the person is licensed by the Administration under this subtitle.
- (b) Any person who has been refused a vehicle salesman's license in this State or whose vehicle salesman's license is revoked or suspended may not conduct the business of a vehicle salesman under any license, permit, or registration certificate issued by any other jurisdiction.

WHOLESALE DEALERS

ATTENTION

WHOLESALE

DEALERS

As part of the requirements for a Wholesale Dealer you must keep a running ledger. This ledger must contain the following information:

VEHICLES PURCHASED

- o The date vehicle was purchased
- o The year, make and model of the vehicle
- o The identification number of the vehicle
- o The name, address and license number (if applicable) of the person from whom you purchased the vehicle
- o The amount for which the vehicle was bought
- o The mileage at the time of purchase

VEHICLES SOLD

- o The date the vehicle was sold
- o The year, make and model of the vehicle
- o The identification number of the vehicle
- o The name, address and license number of the dealer to which the vehicle was sold
- o The amount for which the vehicle was sold
- o The mileage at time of sale

INSTRUCTIONS: COMPLETION OF CERTIFICATION OF DEALERSHIP CHANGES



- Change of Address
- Change of a Dealer's Name
- Adding or Deleting Officers
 - Adding a Franchise
- Adding, Deleting, or Changing a Trade Name
- Changing from Corporation/LLC to Company

CHANGE OF ADDRESS

YOU WILL NEED:

Application with the new address

Wholesale Dealers use [form CS-075](#) – Application for Wholesale Dealer's License

Retail Dealers use [form CS-042](#) – Application for Vehicle Dealer's License

>>Zoning [Form CS-053](#)

Zoning approval is secured from courthouse where business is located

>>Traders License with new address -Trader's license is secured from courthouse where business is located.

>>Franchise Approval Letters with new address (New Vehicle Dealers only)

Franchise Approval is secured from manufacturer of vehicles you intend to sell

>>Copy of a one year lease or proof of ownership of new property(for Wholesale Dealers only)

Criminal Record Request [form CS-011](#)

>>Criminal Record Request forms must be completed for all officers listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Repair Facility Contract [form CS-125](#) with new address (if dealership does not have a repair facility on premises)

>>To turn in Old Wall License

>>Fee of \$20.00 for a corrected wall license and \$20.00 fee for duplicate or corrected Gratis License.

CHANGE OF A DEALER'S NAME

YOU WILL NEED:

>>Application

Wholesale Dealers use [form CS-075](#) - Application for Wholesale Dealer's License

Retail Dealers use [form CS-042](#)– Application for Vehicle Dealer's License

>>A new Surety Bond OR Bond Rider correcting the name of the dealership
[form CS-067A](#)

>>A copy of Registration of Corporate Name (for corporations only)

>>A copy of corrected Trader's License

>>A copy of the corrected lease of proof of ownership (for wholesale dealers only)

>>Criminal Record Request [form CS-11](#) must be completed for all officers listed on the application if the most recent form on file is more than five years old. If the applicant resides out of state, an updated criminal background check must also be submitted from that state

>>A corrected Automotive Repair Facility Contract (Complete only if a repair facility is not on the premises) [form CS-125](#)

>>Photo of sign with new name of Dealership

>>If Dealership holds any franchises, new franchise letters must use Form CS-125 to be secured from the manufacturer.

>>To turn in Old Wall License and Gratis Salesman License

>>Fee of \$20.00 for New Wall License and \$20.00 fee for duplicate or correct gratis license.

ADDING OR DELETING OFFICERS

YOU WILL NEED:

>>Application

Wholesale Dealers use [form CS-075](#) - Application for Wholesale Dealer's License

Retail Dealers use [form CS-042](#) – Application for Vehicle Dealer's License

>>A new Surety Bond OR Bond Rider [form CS-067A](#) correcting the name of the names of the officers

>>Criminal Record Request [form CS-11](#) must be completed for all officers listed on the application if the most recent form on file is more than five years old. If the applicant resides out of state, an updated criminal background check must also be submitted from that state

>>If officers are being deleted, letters from each individual must be written stating that they agree to being removed from the license. If the officer is deceased, we will need a copy of the death certificate and a copy of the Letters of Administration. Please contact the Business Licensing office for more details

>>If the Dealership holds a franchise for new vehicles and the deleted officer is the representative on the franchise agreement, a new franchise letter must be submitted authorizing a change of representative.

>>To turn in Old Wall License and Gratis Salesman's License (if changed)

>>Fee of \$20.00 for corrected Wall License and \$20.00 fee for duplicate or corrected gratis license.

ADDING A FRANCHISE WITHOUT a change in the business name

YOU WILL NEED:

>>Completed Application [form CS-042](#) – Application for Vehicle Dealer’s License

with all current franchises listed in the lower right corner of the form

>>Franchise Letter(s) from the manufacturer(s)-all franchise letters must be name and address specific to your dealership

>>To turn in old Wall License

>>Fee of \$20.00 for a corrected Wall License and \$20.00 for duplicate or corrected gratis license.

ADDING, DELETING OR CHANGING A TRADE NAME

YOU WILL NEED:

>>An Application

Wholesale Dealers use [form CS-075](#) - Application for Wholesale Dealer’s License

Retail Dealers use [form CS-042](#) – Application for Vehicle Dealer’s License

>>A new Surety Bond OR Bond Rider adding, deleting or changing the trade name

>>A copy of the Registration of the added or changed Trade Name. This is secured from the State Department of Assessments & Taxation at 301 W. Preston St., Baltimore, MD 21201 – www.dat.state.md.us

>>Franchise Approval Letters from each manufacturer adding, deleting or changing the trade name

>>Criminal Record Request [form CS-11](#) must be completed for all officers listed on the application if the most recent form on file is more than five years old. If the applicant resides out of state, an updated criminal background check must also be submitted from that state.

>>Turn in old Wall License

>>Fee of \$20.00 for a corrected Wall License and \$20.00 for duplicate or corrected gratis license.

**CHANGING FROM CORPORATION /LLC TO COMPANY
OR
CHANGING FROM COMPANY TO CORPORATION/LLC**

The following documents are required:

>>Retail Dealers use [form CS-042](#) – Application for Vehicle Dealer’s License

>>Bond or Bond Rider [Form CS-067A](#) – Surety Bond of Vehicle or Trailer Dealer.

>>Franchises (New Cars, Trailers, Motorcycle) Secured from Manufacturer

>>Zoning (Secured from courthouse where business is located [Form CS-053](#)

>>Traders License (Secured from courthouse where business is located)

>>Automotive Repair Facility contract [Form CS-125](#) – Automotive Repair Facility Contract - Complete only if you do not have a repair facility on premises. The repair facility must be within five miles of dealership

>>Fee \$20.00 for corrected Wall License

>>If you have a Trading As Name, you will need to secure an amendment to your agency paper from: Department of Assessments & Taxation 301 W. Preston St. Baltimore, MD 21201 – www.dat.state.md.us

>>Criminal Record Check [Form CS-011](#) on all Officers, if last record check is more than FIVE years old.

>>Completed certification form to certify there has been no change above 50% in stockholder’s interest.

After change has been approved, you need to supply us the following for each salesman:

>>New Application [Form CS-043](#)

>>Criminal Record Check [Form CS-011](#) if last record check is more than FIVE years old.

INSTRUCTIONS FOR ADDING OR CLOSING A LOCATION ADDING A “GRATIS” LOCATION

>>Retail Dealers use [form CS-042](#) – Application for Vehicle Dealer’s License

>>Zoning (Secured from courthouse where business is located) Form CS-42 Retail Dealers use [form CS-042](#)– Application for Vehicle Dealer’s License

>>Trader’s License (Secured from courthouse where business is located)

>>Franchises (New Car, Trailers & Motorcycle Dealers) Secured from Manufacturer

>>Criminal Record Check on all Officers [Form CS-11](#), if last record check is more than five years old

>>No fee

>>If you have a “Trading As” name, you will need agency papers secured from:
Department of Assessments and Taxation 301 W. Preston St. Baltimore, MD 21201 –
www.dat.state.md.us

CLOSING A LOCATION

>>Notify Motor Vehicle Administration – mvablsd@mva.maryland.gov

>>Turn in all State Properties, Metal Dealer Plates, Paper Tags, Wall License, Gratis Salesman's License, Transfer Permits, Registration Certificates to Glen Burnie MVA ONLY. (Room 146)

RENEWALS



RENEWALS

PLEASE READ THIS IMPORTANT MESSAGE

Effective July 1, 2003, the Motor Vehicle Administration must receive verification from the Comptroller of Maryland that an applicant for renewal of a Vehicle Dealer, AD&R, Scrap Processor, Title Service, Manufacturer, Distributor, Factory Branch or Vehicle Salesman license has paid, or satisfactorily arranged for payment of state taxes before the license can be renewed.

Approximately 90 days prior to your license becoming due for renewal, MVA will submit your name to the Comptroller's Office. The Comptroller's Office will notify the MVA of those applicants having a problem. MVA will send a letter informing you if there is a problem. Your license will not be renewed without a clearance from the Comptroller's Office. Prompt attention to any issues you may have will reduce the potential of your renewal being delayed. Please share this information with your salespersons.

These actions are implemented under the Budget Reconciliation Act of 2003-Chapter 203, Laws of 2003.

If you have questions or need assistance, please call the appropriate phone number listed below to speak with a representative of the Comptroller of Maryland (MVA cannot assist with tax matters).

Personal Income Tax - 410-974-2432

Business Tax - 410-767-1908

Unemployment Insurance Contributions - 410-767-2699

Multiple Tax Liabilities - 410-767-1908

This notice is sent as an early "warning" for those who may need to get their affairs in order with the Comptroller of Maryland.

Renewing a License

The Business Licensing and Consumer Services (BL&CS) Unit will mail you a renewal packet about 60 days prior to the expiration date of your licenses. If you do not receive a renewal packet, please contact the BL&CS at:

mvablcscsd@mva.maryland.gov

Complete the Business License Renewal form and submit it to the BL&CS, along with all [applicable fees](#) and, as applicable, the documents listed below. You must submit these items at least 15 working days prior to your license expiration date. Note that the MVA will assume your dealership is going out of business if you do not request renewal before your expiration date.

- **Business License Renewal form sent by Business Licensing and Consumer Services.**
- **Trader's License(copy)** – Be sure that the current year's license is copied.
- **Copies of flag releases** – You will be notified of any outstanding flags with the renewal packet.
- **Surety Bond rider**– This is required only if changes in your Surety Bond have been made.
- **Power of attorney** - This form is required only when a rider or a new Surety Bond is submitted.
- **Explanation of MVA administrative actions** – If any administrative actions have been taken or are pending against your dealership, you will be asked to submit a written statement.
- **Notice of criminal convictions**– If any officers, partners, or owners (licensees), or other persons with a financial interest in your dealership have been convicted of a criminal offense, you will be asked to submit a written statement explaining the situation.
- **Agreement with a vehicle buying or referring service**– If you have reached any agreements with one of these services, you will be asked to submit a copy of the agreement.

Once your renewal request has been approved, the BL&CS will mail a new dealer's license to you.

HOW TO APPLY FOR A BUSINESS LICENSE REFUND

COMPLETE FORM [LCS-1 \(4/2002\)](#) (below) AND RETURN TO:

MOTOR VEHICLE ADMINISTRATION
BUSINESS LICENSING AND CONSUMER SERVICES
6601 RITCHIE HIGHWAY
GLEN BURNIE, MD 21062
ROOM 146

- This application must be submitted within six months of the cancellation of your license
- There must be at least twelve full months remaining on your license prior to the expiration date
- Refunds will not be issued for licenses with less than twelve full months remaining
- Refunds will be made in full year increments only
- Refunds will not be prorated by month

Request for Refund of Business License Fees

- This application must be submitted within six months of the cancellation of your license.
- There must be at least twelve full months remaining on your license prior to the expiration date.
- Refunds will not be issued for licenses with less than twelve full months remaining.
- Refunds will be made in full year increments only. Refunds will not be prorated by month.
- This refund is for your business license only. Tag refunds must be requested separately.
- Mail your completed application packet to: MVA, BL&CS, Rm 146
6601 Ritchie Highway
Glen Burnie MD 21062

Type of License

- | | |
|--|---|
| <input type="checkbox"/> Vehicle Dealer - New, Used, Wholesale | <input type="checkbox"/> Motorcycle Dealer |
| <input type="checkbox"/> Manufacturer, Distributor | <input type="checkbox"/> Title Service |
| <input type="checkbox"/> Trailer Dealer | <input type="checkbox"/> Automotive Dismantler &
Recycler/ScrapProcessor |

Licensee Information

License Number _____ Expiration Date _____

Business Name _____

Trading As _____

Mailing Address _____

I/We certify that the business license issued to my/our business has been canceled. I/We further certify that all state properties issued to the above business have been returned to the Motor Vehicle Administration. I understand that failure to return state properties may effect the refund of my license fees. My license has at least twelve full months remaining prior to expiration. I request a refund of fees for the unused year.

Signature _____	Capacity _____	Date _____
Signature _____	Capacity _____	Date _____
Signature _____	Capacity _____	Date _____

Application must be signed by all owners, partners, or officers.

MVA USE ONLY

Amount of Refund Approved: _____

Refund Approved By: _____ Date: _____

LCS 1 (4/2002)

REMINDER FROM AUDITING

Our Auditing Division has pointed out the following items that need to be addressed:

Make sure that the insurance company that you list on the temporary registration certificate is a Maryland licensed insurance company. You can obtain an Insurance Booklet from the Insurance Compliance Division by contacting Ms. Marva Salmi at 410-768-7391 or through her e-mail address which is msalmi@mdot.state.md.us and Ms. Salmi will e-mail the booklet to you.

Make sure that you forward the temporary permits and certificates to room #206 so they can be validated or have them date stamped at a branch office.

Dealers need to keep a log to document all damaged, voided and returned stickers and lost or stolen stickers. Log should contain the police report number, date and the reason for the return.

Dealers are reminded to have a properly assigned title in their possession before offering a vehicle for sale.

Verification of Residency [Form CS-006](#) must be completed by every purchase made by an out of state customer that purchase a vehicle that is to be titled in a state other than Maryland. A copy of the form should be sent to the MVA with the Temporary Tag certificate, a copy given to the customer and a copy retained as part of the dealer's record.

Verification of Residency – [Form CS -006](#)



CS-006 (06-07) U

Verification of Residency		To be completed by Dealer
<p>Please type or print all information. This is to certify that the following person(s) has displayed evidence of residency at the out-of-state address listed below. See reverse side for important instructions.</p>		
Name of Purchaser: _____		
Address of Purchaser: _____		
Name of Co-Purchaser: _____		
Address of Co-Purchaser: _____		
Temporary Plate No. _____ has been issued effective _____ for a _____		
Date of Sale Year Make		
Serial Number: _____		
Document Displayed: _____ ID No.: _____		
Driver's License No.: _____ State: _____		
Purchaser's Signature _____ Date: _____		
Co-Purchaser's Signature _____ Date: _____		
<p>I certify under penalty of perjury, that the statements made herein are true and correct to the best of my knowledge, information and belief.</p>		
Name of Dealer	Dealer Number	Signature of Dealer or Authorized Representative
White Copy - MVA Copy	Canary Copy - Purchaser's Copy	Pink Copy - Dealer's Copy

For more information, please call: 1-800-638-8347 (touch tone calls only), 1-800-950-1MVA (1682) (to speak with a customer service representative), From Out-of-State: 1-301-729-4550, TTY for the hearing impaired: 1-800-492-4575. Visit our website at: www.MVA.Maryland.gov

Dealer and Purchaser - Please Read Carefully

1. If this form is used in conjunction with the Temporary Registration Certificate (VR-007), the MVA copy of this form is to be attached to the MVA copy of the Temporary Certificate and forwarded to the Motor Vehicle Administration.
2. Actual evidence of out-of-state residency should be inspected by the dealer. A description of the document presented by the purchaser, and any identifying numbers, must be recorded on this form. If feasible, dealers should secure photocopies of documents for protection in the event of a contested case.
3. Failure to comply with the above procedures and the making of a false certification is a misdemeanor and may result in criminal prosecution and may also result in the suspension of the dealer's privilege to issue Temporary Registration Plates pursuant to Section 13-608 of the Transportation Article.



Apply to register to vote with your driver's license transaction. For details ask your customer service representative.

REQUEST FOR ADDITIONAL INTERCHANGEABLE PLATES FORM LCS-24

This form is available at: <http://www.mva.maryland.gov/Business-Services/Forms/Request-For-Additional-Interchangeable-Plates.pdf>



Request for Additional Interchangeable Plates

MVA USE ONLY	
Approved by	_____
Date	_____
Number of Tags	_____

If assistance is needed, please e-mail the Motor Vehicle Administration Business Licensing Division at mvacls@md.mva.maryland.gov Please complete Section A and B.

- Wholesale dealers must submit a copy of their ledger for the past year.
- Interchangeable plates may only be used in the course of your business as allowed by Maryland Vehicle Law Vehicle Law. Refer to Sections 13-620 through 13-625 and 13-940 through 13-946.

Section A

Salesman Name	Salesman Number	Sales or Auction	Tag Number

Section B

We hired _____ salesman who will do vehicle sales or go to the auction.

Our auto sales have increased from _____ to _____ vehicle sales.

Will the dealership return the dealer tags to the MVA once the salesman leave employment? Yes or No

Will the dealership assign the dealer tags to a new hired salesman? Yes or No

License Number: _____ Number of Plates Requested: _____

Business Name: _____ Address: _____

Contact Person: _____ Phone: _____

I certify the above is true and correct to the best of my knowledge, information and belief.

Signature	Position	Date
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Mail your completed request to

MVA, BL&CS, Rm 146
6601 Ritchie Highway
Glen Burnie, MD 21062

LCS 24 (11/2012)

I certify the above is true and correct to the best of my knowledge, information and belief.

Signature	Position	Date
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LCS 24 (11/2000)

REPLACE LOST OR STOLEN DEALER TAGS OR REQUEST DUPLICATE LICENSE OR TITLE SERVICE ID

[Form CS-044](#) – Application for Duplicate Business License or Title Service ID

Application for Duplicate Business License or Title Service ID

I certify, under penalty of perjury, that the statements made herein are true and correct, to the best of my knowledge, information, and belief.

Check reason for applying for duplicate license: ☐ lost ☐ Mutilated ☐ Other _____

☐ Business License ☐ Title Service ID Card ☐ Vehicle Salesperson

MVA
Use Only: ☐ CK ☐ C

Name of Business	Name of Salesperson
Address	Address
License #	Salesperson # (if available)
Signature of Owner, Partner, or Officer of Corporation	Signature of Salesperson

For more information, please call: 1-800-638-8347 (touch tone calls only), 1-800-950-1MVA (1682) (to speak with a customer service representative).
From Out-of-State: 1-301-729-4550, TTY for the hearing impaired: 1-800-492-4575. Visit our website at: www.marylandmva.com

REPORTING LOST OR STOLEN TAGS

Report to the Police Department immediately.

Get report number from the Police Department.

Notify MVA-Business Licensing on company letterhead that tag has been reported to the police as being lost or stolen. Be sure to include the tag and sticker number and police report number in the correspondence.

To replace tag, you may go to any full service MVA office and complete and application for substitute tag-[VR-009](#).

The fee for the substitute plate, sticker and/or registration is currently \$20.00, this fee is subject to change.

[VR-009](#) – Application for Substitute Plates/Stickers/Duplicate Registration Card

Application for Substitute Plates/Stickers/Duplicate Registration Card

Substitute Plates with Stickers _____ \$20.00		MVA Use Only: <input type="checkbox"/> Gratis	
Substitute Stickers Only _____ \$5.00		Approved by: _____	
Duplicate/Additional Registration Card Only _____ \$5.00		ID: _____	
(Registration card is issued with plates and stickers)			
I am applying for:			
<input type="checkbox"/> Substitute plates with stickers <input type="checkbox"/> Substitute year sticker only <input type="checkbox"/> Substitute month sticker only (No fee required)			
<input type="checkbox"/> Duplicate Registration Card <input type="checkbox"/> Additional Registration Cards. Reason: _____			
Plate #	Validation Sticker #	Exp. Date	Fee
Year	Make	Body Style	Class
Owner's Name		Title #	
Co-Owner's Name		Vehicle Identification Number	
Owner's Street Address		Exceptions	
City		County	
State		Zip Code	
Name of Insurance Company		Agent or Broker	
Policy/Binder #			
We certify, under penalty of perjury, that the statements made herein are true and correct and the vehicle described above is covered by the minimum amounts of insurance as required by law.			
Signature of Owner		Signature of Co-Owner	
Date		Date	

For more information, please call: 1-800-638-8347 (touch tone calls only), 1-800-950-1MVA (1682) (to speak with a customer service representative),
From Out-of-State: 1-301-729-4550, TTY for the hearing impaired: 1-800-492-4575. Visit our website at: www.marylandmva.com

PLEASE READ THIS IMPORTANT MESSAGE

Effective July 1, 2003, the Motor Vehicle Administration must receive verification from the Comptroller of Maryland that an applicant for renewal of a Vehicle Dealer, AD&R, Scrap Processor, Title Service, Manufacturer, Distributor, Factory Branch or Vehicle Salesman license has paid, or satisfactorily arranged for payment of state taxes before the license can be renewed.

Approximately 90 days prior to your license becoming due for renewal, MVA will submit your name to the Comptroller's Office. The Comptroller's Office will notify the MVA of those applicants having a problem. MVA will send a letter informing you if there is a problem. Your license will not be renewed without a clearance from the Comptroller's Office. Prompt attention to any issues you may have will reduce the potential of your renewal being delayed. Please share this information with your salespersons.

These actions are implemented under the Budget Reconciliation Act of 2003-Chapter 203, Laws of 2003.

If you have questions or need assistance, please call the appropriate phone number listed below to speak with a representative of the Comptroller of Maryland (MVA cannot assist with tax matters).

Personal Income Tax 410-974-2432

Business Tax 410-767-1908

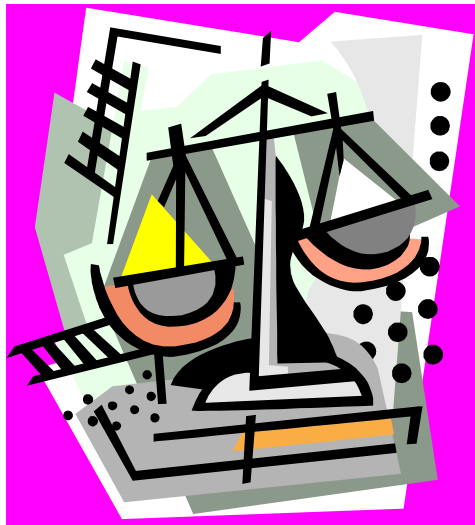
Unemployment Insurance Contributions 410-767-2699

Multiple Tax Liabilities 410-767-1908

This notice is sent as an early "warning" for those who may need to get their affairs in order with the Comptroller of Maryland.

INVESTIGATIVE SERVICES

HANDOUTS



Complaint [Form IS-109](#)

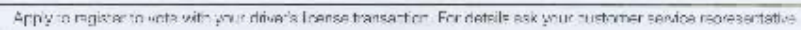


CS-113 (02-04)

Complaint Form			
Date _____			
Name of Dealer _____			
Address of Dealer _____			
Date of Purchase _____		Purchase Price _____	
Name of Salesman _____			
Odometer reading (mileage) at time of purchase _____		Odometer reading (mileage) at time of filing complaint _____	
Vehicle Make _____	Year _____	Vehicle Identification Number _____	Temporary Certificate Number _____
Title Number _____		Tag Number _____	
Nature of Complaints: (check appropriate block)			
<input type="checkbox"/> Misrepresentation	<input type="checkbox"/> Financing Arrangements	<input type="checkbox"/> Contractual	<input type="checkbox"/> Inspection
<input type="checkbox"/> Warranty/Service/Repair	<input type="checkbox"/> Advertising	<input type="checkbox"/> Undelivered Title/Tags	<input type="checkbox"/> Other
Explain: (continue on reverse side, if necessary) _____			
Have you contacted the dealer regarding this complaint? _____ Person contacted: _____ Date: _____			
Result of this contact: _____			
Have you contacted any other Federal, State, or Local agencies? _____ If yes, who: _____ Date: _____			
Status of this contact: _____			
Note: If you have not provided the dealer with the opportunity to rectify your complaint, it is suggested that you do so. Attach copies of all documents pertaining to sale. You will receive a letter acknowledging receipt of your complaint and advising you on how to contact the investigator assigned to your case.			
Complainant's Name (please print) _____		Driver's License Number _____	
Street Address _____	City _____	State _____	Zip Code _____
Home Phone Number _____		Work Phone Number _____	
Mail to: Motor Vehicle Administration, Licensing and Consumer Services, Room 53, 6601 Ritchie Highway N.E., Glen Burnie, Maryland 21062 Telephone Number: (410) 468-7535/7536.			
Complaint received by: _____			

For more information, please call: 1-800-638-6347 (touch tone calls only), 1-800-950-1MVA (1662) (to speak with a customer service representative),
From Out-of-State: 1-301-729-4550, TTY for the hearing impaired: 1-800-492-4575. Visit our website at: www.marylandmva.com

Use the space below to further explain your complaint.



SAMPLE DEALER INVENTORY LOG SHEET

DEALER INVENTORY LOG

(Sales File must have paper/receipt for each item)

[illegible]

Sample Temporary Tag Log

Tag #	Date Received	Date Issued	Issued to Whom	Address	Make/Model	Stock File Number	Inventory Date

Sample Dealer Tag Inventory Log

Tag #	Date Received	Date Issued	Issued to Whom	Reason	Date Returned	Inventory Date

Notice of Exclusive or Modification of Implied Warranty [Form CS-019](#)



CS-019 (10-09)

Notice of Exclusive or Modification of Implied Warranty

Important Notice To Buyer

Under Maryland law, consumers are entitled to an implied warranty, which means that the dealer may be responsible for making repairs to defective vehicle equipment that presently exists or may occur in the future. If a motor vehicle is **over 6 model years old** and has been driven more than **60,000 miles**, this implied warranty may be waived or modified if the purchaser is in agreement.

Your right to this protection is waived upon signing this form

Please contact the Motor Vehicle Administration, Consumer Services Section at 410-768-7535. If you do not fully understand what you are signing.

Dealer Certification

As provided in Commercial Law Article 2-316.1(4), this gives notice that all warranties, including the implied warranty of merchantability and fitness for a particular purpose intended, covering the vehicle identified below, are excluded or modified as follows:

Please check one:

☐ Vehicle Sold As Is ☐ 30-Day Warranty - Dealer Pays 50%

☐ Other (explain) _____

Actual mileage	Year	Make	Vehicle Identification Number (VIN)

I certify the above exclusion or modification of the implied warranty has been fully explained to the purchaser and this **vehicle has been inspected as required by law**. I further certify, under penalty of perjury, that the statements made herein are true and correct to the best of my knowledge.

Name of Authorized Dealer Representative (please print or type)

Signature of Authorized Dealer Representative

Date

Dealer Name

Dealer No.

Address of Dealer

Purchaser Certification

This is to certify that I understand and agree to the terms above and that I have agreed to purchase the herein described vehicle without the protection of the Implied Warranty provisions of Commercial Law 2-316-1. I further certify that I have received a copy of this notice.

Name of Purchaser (please print or type)

Signature of Purchaser (agent or power of attorney signature not accepted)

Address of Purchaser

Date

For more information, please call: 1-800-950-1MVA (1662) (to speak with a customer service representative),
From Out-of-State: 1-301-729-4550, TTY for the hearing impaired: 1-800-492-4575. Visit our website at: www.MVA.Maryland.gov